SPECIAL EVENTS PERMIT RESIDENT AND BUSINESS NOTIFICATION

for Street/Sidewalk Closures, No Parking, and/or Noise Notification

Event Date: _____

Event Name/Description: _____

_____

Event Location:_____

Responsible Party's Name: _____

Responsible Party's Phone Number: _____

Responsible Party's Address: _____

_____

Submit to the City Manager's Office with Special Events Application at least fourteen (14) days prior to event.

The responsible party shall provide notice to all residences and properties affected by the event ***at least 14 days prior to the date of the event.*** The notice may be in person, U. S. Mail, or publication in the local newspaper prior to the submission of the Special Events Application. A copy of the notification must accompany the application. The notification will state the nature, time and proposed street and sidewalk closures and location of the "no parking" signs and the resident's right to object in writing to the City Manager. If 20% of the resident's object, the City Council will review the objection.

All fields must be completed by the responding resident or business owner (or designee) only.

Printed Resident/ Business Name	Agreement (Yes/No)	Address	Signature	Date